Date Ordered	Date Needed ***(NOT ASAP)***	***PS JOB NUMBER***
Date Received in PS ☐ via Mail Time:	Date Completed Run: Bindery:	

PRINTING SERVICES

PRINTING: 419-772-2064 • 419-772-2548
DUPLICATING: 419-772-2067

WORK REQUEST

USE ONE ORDER FORM FOR EACH ORDER.
DO NOT WRITE IN SHADED AREAS.

All work is submitted and accepted with the understanding YOU have proofread your materials. Any reprints (due to your type errors) will be at the submitting department's expense. PLEASE INITIAL INDICATING YOU UNDERSTAND THIS POLICY. →→

Description (submit sample if reprint)

Department to be Charged:

Account Number - ***NO ORDER WILL BE STARTED WITHOUT AN ACCOUNT # AND NO SPLIT BILLINGS WITHOUT PRIOR APPROVAL***

IS THIS MAILED OUT? ☐ Yes ☐ No
☐ Non-Profit ☐ First Class Presorted
☐ First Class ☐ Alumni Office has reviewed (if mailing to ONU Alumni)

NOTE: Postal Regulations constantly change.
Discuss your mailings PRIOR TO PRINTING to avoid surcharges, delays, reprinting, and/or rejection by USPS. Additional information on our website:
http://www-new.onu.edu/administration/printing_services

Requested By
Ext.

Originals supplied as: ☐ Hard Copy
☐ via Electronic File - File Name:

Confidential? ☐ YES ☐ No
(NOTE: Tests and confidential printing must be hand delivered and picked up by faculty or staff - ***NO EXCEPTIONS.***)

DELIVERY: ☐ Client Pickup
☐ Please call ***(PROVIDE PHONE # ABOVE)***

Date & Time Called: _____
Left Message: _____

☐ Send to University Warehouse for storage
ATTENTION _____
BUILDING _____
& ROOM # _____

ADDITIONAL INSTRUCTIONS:

PLEASE READ GUIDELINES / POLICIES / COSTS & ESTIMATING FOR SPECIFIC INFORMATION IF NEEDED

SPECIFICATIONS

Number of Originals	Numbers of Copies
Number of Impressions	Run Time

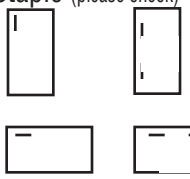
PAPER ☐ Sample Provided
☐ White bond
☐ Color bond _____
☐ Cover (color) _____
☐ Insert Sheets _____
☐ Divider Tabs _____
☐ Special _____

INK / TONER
☐ Black
☐ Other _____
_____

☐ Print One Side Only
☐ Print Two Sides
☐ Head to Head
☐ Head to Foot (Tumble)

BINDERY

☐ Flat ☐ Trim _____ (finished size) ☐ Pad _____ (sheets per pad)
☐ Collate ☐ 3-Hole Drill ☐ Scoring ☐ Perfing

☐ Staple (please check)

☐ Saddle Stitch (on spine)
☐ Tape Binding
☐ Spiral Binding

☐ Folding (provide sample if possible) ☐ Numbering
☐ Half-fold ☐ In ☐ Out Start # _____
☐ Letter-fold ☐ In ☐ Out ☐ Other Fold (describe in Additional Instructions)
☐ Z-fold (fan) ☐ In ☐ Out

☐ Mailing Wafer Seal - 3 required per piece ***(USPS regulation)***
☐ Shrink Wrap – Qty./pkg. _____

TOTAL COST $